

~~CONFIDENTIAL~~FILED: *Q & M*

RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Regulations Control Staff

4 FEB 1955

Chief, Records Management Division

25X1

Proposed [redacted] Notice Regarding Standardization of Filing Supplies

25X1

1. The attached proposed notice combines the contents of Notice [redacted] issued 12 October 1953 and Notice [redacted] which is now being coordinated. These notices were prepared in order to achieve economies in the procurement and stocking of folders, to reduce the number of types of such folders, and to establish standards for their utilization.

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2. This notice is necessary in order that [redacted] may requisition and use standard items of supply whenever possible, and eliminate the need for Logistics Office to process individual purchase orders for non-standard items. It does not, however, preclude the procurement and use of such non-standard items [redacted] when conditions warrant them.

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[redacted]

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Attachment

Proposed [redacted] Notice Regarding
Standardization of Filing Supplies

MS/RMD/RSB/DLM:ew

Borrowed to RC 5 without
preliminary coordination
for discussion with [redacted]
3/10/55

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